

RFQ-Furniture required for our office located at JW Marriott

Please submit your quote for the following furniture required for our office located at JW Marriott, Bangalore. Your quote will be due on Sep 9, 2014. Kindly submit your competitive quote by email to Benjamin Rogus, Contracting Officer, at RogusBO@state.gov with a copy to fyazhx@state.gov.

List of furniture requirement for CS Bangalore - new premises		No. of items
1	Screening Area:	
	- 1 table unit with	1
	2 chairs for the security guards	1
2	Waiting Area:	
	- 2 Sofas (3+2 seater)	1
	- 1 center table and a corner table	1
	- 1 display rack/catalog stand	1
3	Conference Room:	
	- 1 conference table to seat 10 people	1
	- 12 chairs	1
	inches that we already have)	
	- 1 display screen (pull up/ pull-down controlled by remote)	1
	- 1 white board for writing	1
	- 1 side board/storage unit for the conference room to store catalogs, brochures, etc.	1
4	Cabins (Office # 1 and 2):	
	- 2 L Shaped tables for each office below the table storage units	1
	- 2 side storage units for each of the offices	1
	- 5 (3+2) visitor chairs for the 2 office cabins	1
5	Cubicles/Work Stations Area:	
	- 5 modular work stations with one storage unit below each and 5 small side storage	1
	;- 3 chairs	1
	- 1 multipurpose circular table (small lunch table) with 4 chairs near the pantry	1
	- 1 white board (common notice board) in the work stations area	1
6	Store Room:	
	- 3 vertical file cabinets of 4 drawers each	1
8	Other items:	
8	- 1 side unit for printer/copier/fax	1
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Your quote should include

- (1) Unit price / total price for each furniture.
- (2) VAT and any other applicable taxes should be mentioned separately
- (3) Service charge, if applicable will be exempted. See attached GOI order exempting United States Government from paying the tax.
- (4) Catalog identifying the recommended furniture.
- (5) Floor layout with recommended furniture.

Let us know if you would not be able to supply any of the items .

POC at Bangalore: Manjushree Phookan, 9900141302 and Srinivasa Murthy, 9945000774. Please contact them if you would like to visit the office.